



The City Of North Las Vegas Is Seeking An Experienced Director Of Public Works

UNIQUE OPPORTUNITY

The City of North Las Vegas is seeking an experienced, energetic, results-oriented leader to serve as Director of Public Works. This vacancy exists due to the recent retirement of the long-tenured incumbent.

MISSION

Our Commitment to Our Customers: Provide responsive public service to promote the health, safety, and welfare of the community

Our Commitment to Our Employees: Provide a supportive, respectful working environment that encourages personal and professional growth



THE COMMUNITY

Located at the northern tip of the Las Vegas Valley, North Las Vegas is the second fastest growing large city in America. With a current population of 200,500, the City's population is expected to grow to approximately 500,000 by the year 2030. The City embraces this growth responsibly and strives to provide open, accessible government and high quality services to its residents. As a result of this expansion, North Las Vegas has become a diverse community, both culturally and ethnically.

North Las Vegas encompasses 82.1 square miles in Clark County and is surrounded by majestic mountains, desert valleys, and an underlying current of dynamic growth. Sunshine is enjoyed 86% of the year with an average daily temperature of 78 degrees. Housing costs remain affordable, with the median new home price (Jan. 2006) of \$303,751. The average apartment rental rate for a one-bedroom apartment is \$847 a month.

Las Vegas area residents take advantage of numerous nearby recreational offerings, from water sports at Hoover Dam, Lake Mead, and the Colorado River to skiing, hiking, and camping at the Red Rock Canyon, Valley of Fire, and Mt. Charleston. California beaches and coastal communities are approximately a four-hour drive from North Las Vegas, and will be even more accessible when the planned Super Speed Train is eventually built. Locally, residents enjoy extensive golfing facilities and competitive sports. For those preferring the arts and cultural activities, the community offers concerts, theatre, and related events sponsored by the University of Nevada-Las Vegas Performing Arts Center and the Nevada Symphony, among others.

The Clark County School District has an enrollment of over 300,000 students, with many participating in year-round scholastic schedules. There are more than 160 elementary schools, nearly 55 middle schools, over 40 high schools, and almost 20 special education facilities in the district, with over one billion dollars in proposed new construction planned in the next ten years. Optimal teacher-to-pupil ratios exist in many of the district's schools, while high scholastic achievement is very common at numerous school locations. The Clark County School District employs over 20,000 people, making it the single largest employer in the county. Institutions of higher learning include the University of Nevada-Las Vegas, the Community College of Southern Nevada, the Desert Research Institute, the Nevada State College, and the University of Nevada Medical School.

CITY GOVERNMENT

The City of North Las Vegas was incorporated in 1946. The City is governed under the Council-Manager form of government. The Mayor and four Council members are all elected at-large; however, the Council members must live within, and represent a specific ward. In addition to the Mayor and Council, the City has two municipal judges who are elected at-large. The City of North Las Vegas is a full-service municipality providing recreational amenities, police and fire protection, and water service.

The City's Priorities are:

- Achieving North Las Vegas Vision 2025*
- Well-Planned Quality Growth
- Pivotal Development and Redevelopment
- Economic Development
- Community Services and Cultural Amenities
- Safe and Livable Community
- Community Spirit, Relationships and Pride
- Responsible Fiscal Management
- Quality Municipal Services

*Visioning 2025 Strategic Plan can be found at the City's website: www.cityofnorthlasvegas.com

North Las Vegas employs 2,016 full-time equivalent employees and operates with a budget of approximately \$585.1 million, including \$195.1 million in general fund appropriations.

THE PUBLIC WORKS DEPARTMENT

The Director of Public Works reports to the Assistant City Manager while also working closely with the City Manager. The Director provides leadership and direction for the Department staff, while overseeing the development and implementation of the Capital Improvement Program, street and roadside maintenance, traffic operations, development, flood plain, survey, engineering design, quality control, and other public works projects and programs. The Public Works Department is comprised of the following divisions:



- **Administration** – Directs all facets of the department's operations, sets priorities, and assigns resources. It is responsible for evaluating City services, developing comprehensive programs tailored to community needs, interpreting policies, performing long-range planning and strategic programming of projects, and providing legislative representation as required.
- **Building Safety** – Performs plan review, issues permits, and performs inspections for conformity to the City of North Las Vegas Municipal Codes and current adopted construction codes.
- **Engineering Services** – Provides professional planning, project programming, preliminary engineering, final design, public bidding, construction management, project closeout, and financial and administrative services associated with publicly-funded capital improvement infrastructure projects and public works programs.
- **Land Development Services** – Responsible for development and flood control, real property services, construction services, and survey.
- **Transportation Services** – Comprised of the Roadway Maintenance, Traffic Operations, and Traffic Safety & Special Services Divisions. Each division maintains a close partnership with the Nevada Department of Transportation, the Regional Transportation Commission of Southern Nevada, and the Freeway Arterial System of Transportation.

The Director oversees a Department of 278 full-time employees with a FY 2006-07 total budget of \$159.7 million (\$34.8 million general fund and \$124.8 million CIP).

CURRENT ISSUES AND PRIORITIES

City leaders have identified the following issues, challenges, and priorities that will require the skills, leadership, and energy of the new Director of Public Works:

- Continuing evaluation of growth impacts on Public Works service delivery, with particular emphasis in the areas of streets (sweeping and maintenance).
- Addressing infrastructure needs and transportation issues related to the continuing rapid growth of the City – ensuring that Public Works stays ahead of the growth curve.
- Olympia Development – City Council recently approved a development agreement for this new master-planned community of 2,600 acres and 16,000 units. This is a top priority project for the City and the Public Works Department.
- Addressing staffing needs and the organizational structure of the Department as service demands increase with the City's population; provide for ongoing training and development of staff, while working with human resources on recruitment and selection of staff.

THE IDEAL CANDIDATE

The ideal candidate is an experienced public works/engineering professional who has exceptional leadership, communication, and interpersonal skills and possesses broad experience in all



areas of public works engineering and field operations and maintenance. Successful candidates are experienced in a council-manager form of government, and value a professionally-run organization. A Bachelor's degree in Civil Engineering or related field is required, along with at least ten years of progressively responsible related work experience; minimum five years of administrative and managerial experience as a department head or high-level assistant. Possession of a valid Nevada Driver's License is required, as is registration as a licensed Professional Engineer in the State of Nevada (or the ability to obtain one within a year). A Master's degree in Civil Engineering, Public Administration, or related field is preferred.

EXPERTISE

The new Director will need to have the ability to work collaboratively within the City and with other local, State, and Federal agencies. This will require the ability to be dynamic, open to new ideas, offer practical solutions, and follow through of projects to completion. While broad knowledge and skills covering all major areas of public works is assumed, the issues and priorities facing the City of North Las Vegas demand particular, demonstrated expertise in the following areas:

- Project and construction management
- Plan and project review and approval process abilities for public works and capital improvement projects
- Practices and procedures related to the management and administration of a municipal public works department
- Civil engineering methods, practices and procedures for municipal public works operations and functions
- Budget development, justification, presentation, and administration of municipal funds and grants
- Knowledge of Federal, State, and City rules, regulations, and guidelines related to occupational and regulatory requirements, reporting, and practices
- Methods, practices and procedures of road construction and maintenance; traffic operations and safety

Additionally, the new Director of Public Works should be experienced in strategic planning to develop plans and objectives to meet the long-range goals of the City Council. Successful candidates will have the demonstrated ability to effectively communicate and collaborate with a number of internal and external stakeholders, including the Mayor and City Council, the City management team, other department heads, consultants, contractors, public works staff, the county, area cities and districts, regulatory agencies, and the public.

VISION

A unified Public Works Department that fosters respect and trust among employees, customers, and citizens to ensure North Las Vegas is Your Community of Choice

VALUES

- *We will seek opportunities to continually improve performance*
- *We recognize that our employees make the difference and are our single greatest resource*
- *We commit to open and honest communication through teamwork and partnering*
- *We will continue to encourage mentoring, provide training opportunities and available resources to empower our work force*
- *We will provide assistive service through listening, understanding, and addressing the needs of our customers*
- *We will support the needs of the entire community*



PERSONALITY/MANAGEMENT STYLE

Other skills and traits that are required include:

- Innovative and creative
- High degree of integrity
- Brings a "roll up your sleeves" approach to the position
- Customer service orientation
- Results oriented problem solver who anticipates change and can add to the organization's present value
- Has a positive track record for staff development and empowerment
- Flexible and adaptable
- Welcomes a challenge
- Politically sensitive and aware without being political
- A sense of humor
- Collaborative skills
- Outstanding communicator; able to tailor the message appropriately to the level of audience being addressed
- Willing and able to hold people accountable while simultaneously empowering them
- Exceptional organizational skills

COMPENSATION AND BENEFITS

The salary range for this position is **\$100,849 - \$148,394**. Appointment within the salary range will be based on qualifications and experience. The City's excellent benefit program includes the following:

- **Retirement** – PERS 2.67% per year of employee's salary. The City pays the employee share (vesting in five years). The City does not participate in social security.
- **Health Benefits** – City-paid medical, dental, and vision plans for City employees and their dependents. An annual executive physical is also offered.

- **Life Insurance** – \$40,000 for City employees plus limited dependent coverage.
- **Vacation** – Approximately three weeks (108 hours) for the first 10 years of service. After 10 years, amount increases to four weeks of vacation.
- **Sick Leave** – Upon completion of two consecutive months of service, employees are eligible to use sick leave and are credited two days to their sick bank. Thereafter, sick leave accrues monthly at the rate of one day per month with no accrual limit.
- **Holidays** – 12 paid holidays annually.
- **Deferred Compensation** – Diversified 457 Plan. In addition, a 401(a) plan is offered where the City matches up to 1/2 of the 457 contribution (up to \$4,000 per year).
- **Flexible Spending Account**
- **Long Term Disability**

APPLICATION AND SELECTION PROCESS

To be considered for this challenging and rewarding career opportunity, please submit your résumé, list of three work-related references (who will not be contacted early in the process), and current salary by **Monday, October 30, 2006**. Résumés should reflect years and months of positions held, as well as size of staff and budget you manage. Forward your materials to:



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